

1. Once an individual provides his or her social security number to the Federal Government, we can only use their SSN for three purposes. Unless absolutely necessary, do not place SSNs on documents that do not fall under one of these categories.

a. Personnel Actions.

b. Medical Actions.

c. Financial Actions.

2. When possible, use the last 4 or last 5 of the individual's SSN. For example, RACH does not ask for complete SSNs. Their personnel ask for the individual's last 4 when identifying soldiers, dependents, or other persons. This is because personnel standing in line behind you can hear and write down your SSN. They can then use your SSN for their own purposes.

3. When you create a document and each person listed on the document will receive the document, do not list complete SSNs on the copies you provide to these persons.

4. For assistance contact your Privacy Act Coordinator or the Installation Privacy Act Official, 442-3907.